

Edit Text

Format the font size, style, and color; and use the Bold, Italic, Underline, and Change Case commands.

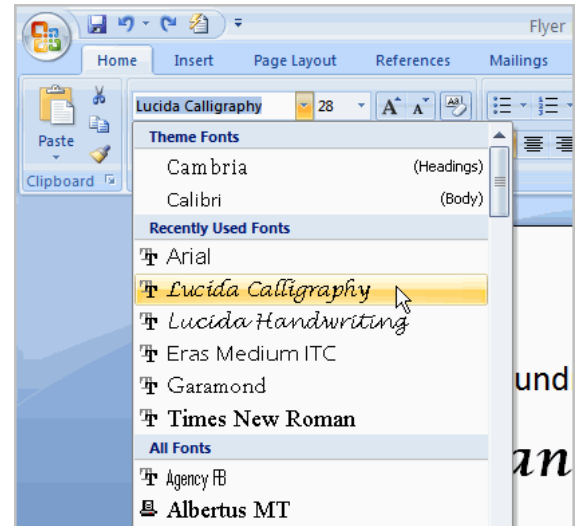
Format Font Style:

Select the text you wish to modify.

Left-click the **drop-down arrow** next to the **font style box** on the Home tab. The font style drop-down menu appears.

Move your cursor over the various font styles. A **live preview** of the font will appear in the document.

Left-click the font style you wish to use. The font style will change in the document.



Format Font Color:

Select the text you wish to modify.

Left-click the drop-down arrow next to the **font color box** on the Home tab. The font color menu appears.

Move your cursor over the various font colors. A live preview of the color will appear in the document.

Format Font Size:

Select the text you wish to modify.

Left-click the **drop-down arrow** next to the **font size box** on the Home tab. The font size drop-down menu appears.

Move your cursor over the various font sizes. A **live preview** of the font size will appear in the document.

Use the Bold, Italic, and Underline Commands:

Select the text you wish to modify.

Click the Bold, Italic, or Underline command in the **Font group** on the Home tab.

To Change the Text Case:

Select the text you wish to modify.

Click the **Change Case** command in the **Font** group on the Home tab.

Select one of the case options from the list.

